



Plant Quarantine Supervisor 1

Exam Code: 9PB66

Department: California Department of Food and Agriculture

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Plant Quarantine Supervisor 1 – \$4,120.00 - \$5,159.00 per month.

View [the Plant Quarantine Supervisor 1 classification specification.](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs,

regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Plant Quarantine Supervisor 1

Either 1

One year of experience performing the duties of a Plant Quarantine Inspector, Range B, in the California state service. (Applicants who are within six months of meeting the minimum qualifications will be admitted to the examination but must have completed the required experience as a Plant Quarantine Inspector, Range B, before being considered eligible for appointment.)

Or 2

Three years of experience which includes the inspection of plants, vegetables, and fruits for presence of agricultural pests carried in conveyances and requiring personal contact with the traveling public. At least one year of this experience must have been in a supervisory capacity. (State service experience applied toward meeting this requirement must have been performing duties at a level of responsibility equivalent to that of a Plant Quarantine Inspector, Range B.) (Completion of one year of college work with courses in plant sciences or agricultural inspection may be substituted for one year of the required nonsupervisory experience.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

SPECIAL PERSONAL REQUIREMENTS

Willingness to work holidays, Saturdays, Sundays, and other odd hours; reside in areas distant from centers of population.

SPECIAL PHYSICAL REQUIREMENTS

Normal hearing or hearing corrected to normal. Ability to climb ladders, stoop and bend regularly.

POSITION DESCRIPTION

Plant Quarantine Supervisor 1

The Plant Quarantine Inspector series describes inspection, regulatory, and enforcement responsibilities of individuals working at border quarantine stations involved in the detection of agricultural pests and other illegal drugs or commodities to prevent their entry into California.

This is the first supervisory level. Under direction serves: (1) independently as a Shift Supervisor at a border quarantine station with either a large volume of inspections or

medium-small volume of inspections; or (2) as a Supervisor-in-Charge of a border quarantine station with a small volume of inspections with less complexity.

Incumbents at border stations make inspections of plant materials carried in automobiles and other vehicles for the presence of agricultural pests and for compliance with plant quarantine regulations; inspect shipments of fruits, nuts, and vegetables to determine compliance with fruit and vegetable standardization requirements; coordinate and cooperate with related officials in the enforcement of illegal drugs or commodities; determine violations of plant pest provisions and issue appropriate citation; make preliminary identification of insect and disease pests; send specimens to specialists for further identification; intercept and dispose of condemned articles.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Methods and procedures used in plant quarantine inspections.
2. General types of commodities inspected and quarantined.
3. The objective of plant quarantines in California.
4. Federal and State laws, rules, and regulations covering plant quarantine inspections.
5. Names, life history, hosts, and distribution of insects and disease pests, noxious weeds and restricted wild animals being excluded.
6. State laws, rules, and regulations dealing with fruit and vegetable quality control, treatment methods for infested products and the proper disposition procedures for intercepted material.
7. Approved methods of plant quarantine inspections.
8. Principles of effective supervision.
9. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Communicate effectively at a level required for successful job performance.
2. Interpret laws, rules, and regulations and apply them to specific situations.
3. Secure the friendly cooperation of the traveling public and others contacted in the course of the work.
4. Analyze situations accurately and take effective action.
5. Follow directions.
6. Work independently.
7. Plan, organize, and direct the work of others.
8. Prepare reports and correspondence.
9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment..

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Plant Quarantine Supervisor 1** classification will be established for:

California Department of Food and Agriculture

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview of the Plant Quarantine Supervisor 1 Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take [the Plant Quarantine Supervisor 1 examination.](#)

TESTING DEPARTMENTS

California Department of Food and Agriculture

CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Department of Food and Agriculture
Attention: Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Telephone: (916) 654-0790
Email: exams@cdfa.ca.gov

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Food and Agriculture reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.